

ECONOMIC INTELLIGENCE COMMITTEE

EIC-D-323/c

TERMS OF REFERENCE FOR THE SUBCOMMITTEE ON REQUIREMENTS

~~AND FACILITIES FOR COLLATION~~ (Change in Name approved
by the EIC (EIC-M-81,
30 July 1959.)

Approved by the EIC, 7 November 1958

A. Mission of EIC Subcommittee on Requirements and Facilities for Collation

The mission of the EIC Subcommittee on Requirements and Facilities for Collation is to provide an organizational framework for carrying out within its field the basic review and coordination responsibilities of the EIC and for ensuring that, on intelligence matters in its field affecting the national security, the intelligence community is supported by the full economic knowledge and technical talent available in or to the Government.

B. Membership and Organization

1. Membership of the Subcommittee on Requirements and Facilities for Collation consists of representatives of the USIB agencies as designated by these departments and agencies and approved by the EIC.

2. Representatives of other government departments and agencies may participate as Associate Members of the Subcommittee upon approval of the EIC.

3. Active participation by agency representatives generally is governed by (a) the extent to which each agency concerned has responsibilities for collection or production of economic intelligence or an interest in economic intelligence of broader scope which involves reference matters within the scope of the Subcommittee; and (b) the availability of qualified personnel.

4. The Chairman of the Subcommittee is designated by the EIC, and the Central Intelligence Agency provides the permanent Secretariat. The Subcommittee may set up ad hoc working groups as necessary to assist in carrying out any of its assigned functions.

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CJ Functions

1. As the standing interagency economic intelligence group of professional and technical personnel in the field of requirements and facilities for collation the Subcommittee shall perform the following minimum functions:

(a) With the guidance of current Priority National Economic Intelligence Objectives, recommend to the EIC, in cooperation with the appropriate subcommittee, priority requirements for the collection of economic information.

(b) Recommend to the EIC appropriate sources and collection action to fill such requirements with the view of avoiding unnecessary duplication and overlap and making the most effective use of the collection responsibilities, capabilities and resources of the respective agencies;

(c) Recommend to the EIC measures which will ensure that foreign economic information which has been collected is systematically recorded, processed, made readily available or otherwise disseminated to economic intelligence users;

(d) Recommend to the EIC the establishment, location, scope and functions of such specialized catalogs, files, machine indices or registers as may be desirable for economic intelligence purposes;

(e) Develop and report not less than annually to the EIC ways in which deficiencies in collection, recording and availability of economic intelligence information could be, or are being, corrected and ways in which improvement could be, or are being, made in the collection, recording, distribution and processing of economic intelligence information.

(f) Conduct, as directed by the EIC, continuing programs in support of the collection, recording, distribution and availability of economic information.

(g) Bring to the attention of the EIC current problems in collection, recording, processing and distribution of economic intelligence information.

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D. Operating Procedures

The Subcommittee shall establish its own operating procedures subject to the following conditions:

1. It shall meet in formal session at least once each fiscal year to prepare and approve its Annual Report to the EIC. The Annual Report will be responsive to the request of the EIC Secretariat and will cover the activities of the Subcommittee in fulfilling its mission as outlined in C. above. The Subcommittee will schedule other meetings as required to fulfill its missions.
2. The Subcommittee Secretariat shall provide all members of the EIC, the Subcommittee, and the EIC Secretariat with copies of the Agenda and Minutes of its meetings.
3. Reports and recommendations which have been approved by the Subcommittee may be transmitted to the EIC without comment. In case of dissent, the transmittal must be accompanied by an appropriate statement, prepared by the dissenter(s), advising the EIC of the nature and substance of the dissent.